



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10/31/80	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-244-A	
Application Number 89		Date Received NOV - 5 1980	Date Completed NOV 17 1980
2. Person to Contact John Rowland		Working Title Accounting Manager	Telephone Number 964-1721, # 264
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>78-244</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1969		5. Records Series Title (followed by title used in office, if different) To Date General Ledger Work Papers and Computer Printout Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Information contained in the General Ledger. Included are: Journals for all facilities, total monies deposited sheets, monthly insurance reports, labor distribution split week and detail, payroll deductions, revenue report, additions/changes in general ledger, detail entry listing, listing of job orders on file, manual entries, job order posting rejects, preliminary general ledger listing, general ledger budget (preliminary) general ledger account total listing, job order master listing, equipment, maintenance, and general charge code listings, job order expense and comparison, edits monthly changes, depreciation reports, stock inventory catalog, individual files (worksheets & closing papers) on Ocean Terminal, Brunswick, Bainbridge, Garden City. Also included are cash sales, repairs and maintenance allocations. * Accounts Receivable ledgers were used to document same information prior to the computer system - date back to 1957; Accounts Receivable Revenue Recap. File is arranged: Chronological			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>10</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. General Ledger and Financial Report.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|--|--------|
| a. State Law | 3 | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | | years. |
| c. Federal law | | years. | f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then until audits by state and commercial
- ☒ Transfer to local holding area, hold _____ year(s); then _____ auditors are completed; then,
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11/3/80		10/31/80
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			11-13-1980
Secretary of State/Designee			11-10-1980
Attorney General/Designee			11-13-80



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Application Number 34		Date Completed NOV 28 1978	
2. Person to Contact John Rowland	Working Title Accounting Manager	Telephone Number 964-1721, 264	
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☒ Transfer to local holding area, hold 3 year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. E. Stead</i>	10/13/78	<i>Carol Thompson</i>	10-13-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-22-78
		Secretary of State/Designee	11-17-78
		Attorney General/Designee	11-27-78